

**Vidalia City: Sally D. Meadows Elementary School- ACCESS 2.0 2023-2024**

Principal: Brandon Boston School Test Coordinator: Joannie Scott

**Communications with staff and parents**

Before	<ol style="list-style-type: none"> <li>1. The assessment calendar is developed system wide with district and school leadership to ensure there are no conflicts with other school activities.</li> <li>2. Assessment calendar is finalized and distributed to all staff at the beginning of each school year.</li> <li>3. The system test coordinator provides training for school testing coordinators prior to each testing window. All procedures including communication, test security, accommodations, training for examiners and proctors, and required documentation are covered.</li> <li>4. The test examiner will consult with the school testing coordinator and principal about specific testing dates to ensure that testing dates and times do not conflict with school activities.</li> <li>5. Parents are provided with the assessment schedule by sending a letter home with their child.</li> <li>6. Students complete the practice online assessment prior to the actual EOG assessment. During their practice sessions, procedures for the assessment are shared with students.</li> <li>7. All students are reminded that NO electronic devices are allowed in the testing environment.</li> </ol>
During	<ol style="list-style-type: none"> <li>1. Announcements are made daily to remind students and faculty of the testing schedule.</li> <li>2. School test coordinator communicates with test examiners in regards to student attendance. Teachers email school test coordinator the names of any students that are absent from testing.</li> <li>3. School test coordinator contacts the parents/guardians of any students who are absent from testing to notify them and arrange for makeup testing.</li> <li>4. During the testing session, the school test coordinator communicates with the school office staff about when the testing is in session to avoid any interruptions.</li> </ol>
After	<ol style="list-style-type: none"> <li>1. Parents receive a copy of their student's results after the state reports are received. The EL teacher schedules meeting with parents to discuss the students score reports.</li> <li>2. A copy of each student's test results are placed in the student permanent record.</li> <li>3. Parent training documentation is submitted to the System Test Coordinator.</li> </ol>

**Test Security**

Before	<ol style="list-style-type: none"> <li>1. Materials are received from the System Test Coordinator and the Title III director verifies numbers received.</li> <li>2. All materials are stored in a secured locked location with restricted access.</li> <li>3. The test examiner will set up the testing location prior to the scheduled testing time. The Title III director works with the test examiner to complete the test registration process and print off test tickets for the students. Test tickets are kept in a locked secured location with the Title III director until the testing session date and time.</li> <li>4. Ensures testing sites are free of interruptions during test administration.</li> </ol>
During	<ol style="list-style-type: none"> <li>1. Ensures testing sites are free of interruptions during test administration and that sites do not have content-related materials to and collects from each Examiner on the testing days.</li> <li>2. Forms for checking test materials in and out are provided by WIDA. The materials are signed out by the test examiner are counted and documented on the forms.</li> <li>3. The material lists are dated and signed by the test examiner. The sign out forms are kept by the Title III director and provided to the System Test Coordinator.</li> <li>4. Do Not Disturb signs are placed outside the testing room prior to testing.</li> <li>5. Prior to beginning the test session, the test examiner reminds students that no electronic devices are allowed in the testing environment.</li> <li>6. Testing irregularities are reported to the Title III Director who reports them in WIDA.</li> </ol>
After	<ol style="list-style-type: none"> <li>1. All test materials are signed in (sign, date, and time) after the testing session is complete. The school test coordinator accounts for all materials received.</li> <li>2. Materials are placed in the secured location after each testing session by the school test coordinator.</li> <li>3. Return all specified test materials to the System Test Coordinator.</li> </ol>

**Accommodations**

Before	<ol style="list-style-type: none"> <li>1. The Title III Director will provide a list of EL students to the Special Education Department and obtain a list of accommodations for the students who have IEPs, IAPs, or EL/TPC plans.</li> <li>2. The Title III Director will be responsible for providing the accommodations list to the test examiner who will utilize them in the testing sessions.</li> <li>3. All examiners receive training and are prepared to provide accommodations for students with IEP, EL, or 504 plans.</li> </ol>
During	<ol style="list-style-type: none"> <li>1. Students receive their accommodations for presentation, setting, response, scheduling based on their education plan.</li> </ol>
After	<ol style="list-style-type: none"> <li>1. All test materials are signed in (sign, date, and time) after the testing session is complete. The test examiner and Title III director accounts for all materials received.</li> <li>2. Examiners sign off that all students receive the prescribed accommodations.</li> <li>3. Materials are placed in the secured location after each testing session by the Title III director.</li> </ol>

**Technology**

Before	<ol style="list-style-type: none"> <li>1. Coordinate with the system test coordinator and system technology director to ensure that all devices are ready for testing.</li> <li>2. Ensure that there is the appropriate number of technology devices for all students in a testing session. ACCESS test examiner works with the media specialist to make a plan for each testing session that includes the number of devices and location for each testing group.</li> </ol>
During	<ol style="list-style-type: none"> <li>1. The district technology director is available if any technology issues occur during the testing session.</li> <li>2. Examiners verify that they have the appropriate technology devices each testing session.</li> <li>3. Any issues with technology are reported to the school testing coordinator and if needed the media specialist at the school. If the issue cannot be resolved, the system technology director is contacted.</li> </ol>
After	<ol style="list-style-type: none"> <li>1. Examiners collect technology devices from the students immediately after their tests are submitted.</li> <li>2. Examiners return all technology carts to the media center and they are placed in a secure locked room until the next testing session.</li> </ol>

**Training**

Before	<ol style="list-style-type: none"> <li>1. System Test Coordinator provides training to the Title III Director and ACCESS for ELs test examiner at the beginning of the year.</li> <li>2. System Test Coordinator, Title III Director, and ACCESS for ELs test examiner participate in WIDA webinar trainings.</li> <li>3. Training materials include handouts, PowerPoints, emails, sign-in sheets, and agendas.</li> </ol>
During	<ol style="list-style-type: none"> <li>1. Email communication is provided about testing procedures and security during tests.</li> </ol>
After	<ol style="list-style-type: none"> <li>1. WIDA training is provided for the EL teacher regarding interpretation of student results.</li> <li>2. Parents are provided with detailed explanations about how to interpret their child's test results.</li> </ol>



